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Chief, Management Staff

27 December 1956

Chief, O&M Staff (ID/I Area)

Work Report, Week Ending 26 December 1956.

Contribution

1. At request of OTR, prepared check-list of O&M skills and knowledges to be used in rating O&M Examiners taking the on-the-job training course in the Management Staff. [redacted]

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News

2. Project 6-56, Assistance in Implementing Accepted Recommendations Re: Acquisitions Branch, CIA Library. O&M Admin. Staff has informed us that, in accordance with Hgt/S plans, the Office of Logistics is processing orders for necessary alterations in [redacted] to relocate the secure area and for procurement of equipment necessitated by the reorganization of Acquisitions Branch. [redacted]

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Assignments Active This Week

3. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [redacted] [redacted] (7 January)
4. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [redacted] (ELINT Staff Officer, 3 January)
5. Project 6-24, Survey of Procedures for Insuring that Departing Employees Conclude All Business with CIA Prior to Separation. [redacted] (DE/S, 1 January)
6. Projects 6-55 and 6-56, Assistance in Implementing Accepted Recommendations on reorganization, workload, procedures, layout and equipment of Acquisitions Branch, CIA Library. (Executive Officer, O&M) [redacted] [redacted] (15 February)

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Assignments Inactive This Week

7. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DE/I. [redacted] (31 December)

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